

PREFACE TO CONTRACT DATA REQUIREMENTS LIST (CDRL) (DD FORM 1423)
(VERSION 5 dated 10 Dec 1998)

1. The requirement for the type and submission of data required in performance of the tasks identified in the Statement of Work, Appendix, Work Specification or contract schedule are identified in the CDRL. The CDRL is the sole list of all the data the contractor will be required to prepare for delivery (or deferred delivery), and the CDRL is the authority for delivery of data.
2. When requested by the Government, as part of the response to the solicitation, the offeror shall provide an estimated cost and supporting rationale for each item of data listed on the CDRL (CDRL items are identified individually by the sequence number appearing in Block 1 of each CDRL). Price Group definitions are contained on the reverse side of the CDRL (DD Form 1423 Reverse AUG 96).

a. The offeror shall complete Blocks 17 and 18 of the DD Form 1423 and include the estimated number of pages plus estimate the number of man hours (broken down by skill category) attributable to the preparation and delivery of the data.

NOTE: These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required.

b. The offeror is encouraged to submit recommendations, suggested changes, or alternate proposals with the response (right hand margin of the CDRL or a separate sheet may be used).

3. The following comments are provided as clarification to the CDRL:

Block 1: Data Item Number: An identification number assigned to each individual item of data.

Block 2: Title: The exact title taken from the Data Item Description (DID).

Block 3: Subtitle: Used to further identify the title or as a continuation line for a long title. Also used to differentiate the same data item description used more than one time on the same contract.

Block 4: Authority: The identification number assigned to the Data Item Description (DID) number, military specification number or military standard number listed in DOD 5010.12.L (AMSDL) or one-time DID number that defines data content and format requirements.

a. A letter immediately following the number indicates a revision to the DID.

b. A DID may be tailored. Tailoring is the process of focusing on obtaining only minimum essential technical data and data rights for each acquisition. Tailoring instructions e.g., instructions that specify those portions of the DID or other acquisition document that are not applicable to the acquisition, will be specified in BLK 16 of the CDRL.

c. More than one data item may be used to construct a specific data requirement. Each data item will be separately listed on the CDRL and CDRL BLK 16 will be used to show the relationship (for example, "Combine with contract data item DI-X-XXX for submission", or "Data prepared in accordance with DI-X-XXX").

Block 5: Contract Reference: A cross-reference to the associated contract tasking document (Statement of Work, Appendix "A" and/or "B", procurement specification, etc.) which causes the data to be generated. Appropriate document identifiers and paragraph numbers will be used.

Block 6: Requiring Office: the office responsible for advising on the technical adequacy of the data.

Block 7: DD Form 250 Required: Designation of the location for government inspection and acceptance of the data. One of the following codes will be used, depending on how the data is to be delivered:

<u>CODE</u>	<u>INSPECTION</u>	<u>ACCEPTANCE</u>
SS	*Source (DD Form 250)	*Source (DD Form 250)
DD	Destination (DD Form 250)	Destination (DD Form 250)
SD	*Source (DD Form 250)	Destination (DD Form 250)
DS	Destination (DD Form 250)	* Source(DD Form 250)
LT	Letter of Transmittal only	
N/A	No inspection or acceptance required.	
XX	Inspection and acceptance requirement specified elsewhere in the contract.	

*Source indicates contractor's facility.

- a. Unless noted otherwise in CDRL BLK 16, the activity to perform destination acceptance will be the first addressee in CDRL BLK 14.
- b. When DD Form 250 is required, it shall be submitted for final deliveries only. All submissions prior to final delivery, i.e., outlines, drafts, preliminary, or review copies, etc., shall be submitted by letter of transmittal.

Block 8: Approval Code: All data are subject to Government approval however, selected data will require advance approval of a preliminary, draft, outline or review prior to being distributed as final copies to the addressees listed in Block 14 of the DD Form 1423. The letter "A" appearing in Block 8 of the DD Form 1423 will designate such data.

Block 9. Distribution Statement Required: The distribution of technical data containing US technology with military or space application must be controlled. DOD Directive 5230.24 prescribes certain distribution statements that must be affixed to technical documents based on the nature and content of the document before effecting primary distribution. The appropriate distribution designation letter code "A", "B", "C", "D", "E", "F" and "X" as identified in Attachment 1 to this Preface or "TBD" for To Be Determined or "N/A" for Not Applicable must be cited in CDRL BLK 9. In addition to the letter code in BLK 9, enter in BLK 16, the information required for the contractor to complete the distribution statement (fill in reason), (date of determination) and (DoD controlling Office). When deemed appropriate by the contracting agency, the complete distribution statement corresponding to the letter code with (fill in reason), (date of determination) and (DoD controlling Office) filled in plus Warning Notice and Destruction Notice, may be entered in CDRL BLK 16. When the contracting agency cannot determine the correct statement, the contractor may be tasked to recommend one of the statements listed in Attachment 1 to this Preface. For further guidance see AFI 61-204. No data identified with a distribution statement B through X shall be transmitted over the Internet or equivalent unless encrypted and password/ID protected.

Block 10: Frequency: The frequency for submitting the data will be indicated by use of one of the following codes:

DAILY - Daily	ANNLY - Annually
WEEKLY - Weekly	SEMIA - Each 6 months
BI-WEEKLY - Each 2 weeks	OTIME - One time
MTHLY - Monthly	ONR/R - One time & revisions
BI-MO - Each 2 months	R/ASR - As required
QRTLY - Quarterly	*ASREQ- As required
2TIME - Two separate submittals	DFDEL -Deferred delivery
ONE/P - One-time preliminary draft	

* When ASREQ is used in Block 10, 12, or 13, an explanation of the requirement will be entered in Block 16.

Block 11: As of Date: If the data will be submitted only once, the entry in this field will be the cut-off-date as follows: year/month/day. If the data will be input on a recurring basis, which has been set by item 10, the entry will show the number of days between the cut-off date and the end of the input period. As an example, if the data are to be submitted 15 days before the end of the input period, the entry will be 15. If the data are to be submitted at the end of the input period, the entry will be 0. If necessary, BLK 16 will be used to explain further.

Block 12. Date of First Submission. The entry will be Year/month/day. If delivery of the data depends on the initiation of a specific event or milestone, the event or milestone will be identified. If the contract start date is unknown, the entry will be the number of days the data is due after contract start e.g. 3RD (Days After Contract). If this date is not known or needs more clarification, BLK 16 will be used to explain further. If the data are subject of deferred deliver "DFDEL" will be used. In all cases when an acronym is created to identify an event or milestone, the acronym will be further defined in BLK 16 if not else where in the contract.

Block 13: Date of Subsequent Submission: If the data will be required to be submitted more than once the dates will be entered. If a draft is required, the date the final document is to be submitted will be entered. (If this event would cause the data list to become classified, the field will be left blank. For example Not later than 15 days before start of production, 45 days before launch. If an acronym is used to identify an event or milestone, the acronym will be further defined in BLK 16 if not else where in the contract.

Block 14a Addressees: Each addressee will be identified by office symbol, contractor initials or DOD Handbook H-4 code numbers and command initials; in this case a list explaining the codes will be attached. If the data are not to be delivered to the government or to associate contractors, appropriate instructions will be entered either in BLK 14a or BLK 16.

Block 14b. Copies: The number and type of copies (regular and reproducible to be received by each addressee will be entered in these fields). If reproductions are required, the type of reproduction request will be specified e.g. offset, mat, vellum, negative, floppy disk, magnetic tape, aperture card etc. either in these fields or defined further in BLK 16.

Block 15 Total: This entry will be the total number of copies (regular and/or reproducible) for one delivery. If distribution fluctuates, the use of Not To Exceed (NTE) will be used.

Block 16 Remarks: This block will be used to explain:

- a. Tailored features of the DID.

b. Items 1 through 15 when required.

c. Any resubmittal schedule or special conditions involved in updating data submitted for government approval.

d. The BLK 9 distribution statement when deemed appropriate by the contracting agency.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that, notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to either of these addresses, send completed form to the Government-Issuing Contracting Officer for the Contract/PR No, listed in Block E.							
A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP _____ TM _____ OTHER _____				
D. SYSTEM / ITEM		E. CONTRACT / PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM Test/Inspection Report			3. SUBTITLE First Article Test Report			
4. AUTHORITY (Data Item Description No.) DI-NDTI-80809B			5. CONTRACT REFERENCE CLIN for Data		6. REQUIRING OFFICE OO-ALC/TIELV		
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED D	10. FREQUENCY OTIME	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE SEE BLK 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE		b. COPIES	
						FINAL	
						DRAFT Reg Reps	
16. REMARKS (7) DD Form 250 required. For Contractor testing, inspection shall be at source and acceptance at destination. For Report to assist in Government testing, inspection and acceptance will be at destination. (11) The ACO/QAR shall verify that the Report is properly certified by the Contractors Quality Control Department(s). Submit Report as follows: a. For Contractor Testing - submit in accordance with the contract delivery schedule. b. For Government Testing - Report to assist in First Article testing by the Government shall be submitted concurrently with the first article either in the shipping container or separately if the report will not fit within the container unfolded. When shipped in the first article container, report shall be enclosed in a paper or plastic envelope. (14a) Ship to: Non-Accountable Bay Transportation Officer Bldg 849 West Hill AFB UT 84056-5999 Mark for: OO-ALC/TIELV 7278 4th Street (Bldg 100 Bay D) Hill AFB UT 84056-5205 NOTE: If Report is shipped separate from first article, send Report to "Mark for:" address listed above. (9) The following Distribution Statement "D" with Warning and Destruction statements shall be displayed or affixed to the data in a conspicuous position. <u>Distribution Statement "D"</u> Distribution authorized to Department of Defense (DoD) and DoD contractors for Intercontinental Ballistic Missile (ICBM) administrative or operational use determined 03 December 1998. Other requests for a copy of this document shall be referred to OO-ALC/TIELV, 7278 4th Street, Hill AFB UT 84056-5205. <u>Warning:</u> This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751 et seq.) or Executive Order 12470. Violation of these export-control laws is subject to severe criminal penalties. Dissemination of this document is controlled under DoD Directive 5230.25 and AFI 61-204 <u>Destruction Notice:</u> For classified documents, follow the procedures in DoD 5220 22-M Industrial Security Manual, Section 11-19, or DoD 5200.1-R, Information Security Program Regulation, Chapter IX. For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.				See Block 16		1	
				15. TOTAL →			
G. PREPARED BY PARDEE WOODS Pardee Woods Data Management OO-ALC/LMDC			H. DATE 9 Dec 1998	I. APPROVED BY PARDEE WOODS Pardee Woods OO-ALC/LMDC		J. DATE 9 Dec 1998	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

All data that may be disseminated out of the DoD shall be marked with one of seven distribution statements listed below.

<u>Code</u>	<u>Statement</u>
A	Distribution approved for public release; distribution is unlimited
B	Distribution authorized to US Government agencies (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DOD office)
C	Distribution authorized to US Government agencies and their contractors (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DOD office)
D	Distribution authorized to Department of Defense and their contractor (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DOD office)
E	Distribution authorized to DOD Defense components only (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DOD office)
F	Further Dissemination only as directed by (insert controlling DOD office) (date of determination) or higher authority.
X	Distribution authorized to US Government agencies.

Warning Notice - and **Destruction Notice**. To be used with all distribution statements except "A" as indicated below:

Warning Notice - to be used with export controlled data and **Destruction Notice** to be used with unclassified limited documents (not for public release) and classified documents.

WARNING: This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751 et seq.) or Executive Order 12470. Violation of these export-control laws is subject to severe criminal penalties. Dissemination of this document is controlled under DoD Directive 5230.25 and AFI 61-204.

DESTRUCTION NOTICE: For classified documents, follow the procedures in DoD 5220.22-M, Industrial Security Manual, Section 11-19, or DoD 5200.1-R, Information Security Program Regulation, chapter IX. For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

INSTRUCTIONS FOR COMPLETING DD FORM 1423

(See DOD 5010.12-M for detailed instructions)

FOR GOVERNMENT PERSONNEL

Item A. Self-explanatory.

Item B. Self-explanatory.

Item C. Mark (X) appropriate category: TDP - Technical Data Package; TM- Technical Manual; Other - other category of data such as "Provisioning," "Configuration Management", etc.

Item D. Enter name of system/item being acquired that data will support.

Item E. Self-Explanatory (to be filled in after contract award).

Item F. Self-Explanatory (to be filled in after contract award).

Item G. Signature of preparer of CDRL.

Item H. Date CDRL was prepared.

Item I. Signature of CDRL approval authority.

Item J. Date CDRL was approved.

Item 1. See DoD FAR Supplement Subpart 4.71 for proper numbering.

Item 2. Enter title as it appears on data acquisition document cited in Item 4.

Item 3. Enter subtitle of data item for further definition of data item (optional entry).

Item 4. Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5012.12-L (AMSDL), or one-time DID number, that defines data content and format requirements.

Item 5. Enter reference to tasking in contract that generates requirement for the data item (e.g. Statement of Work paragraph number).

Item 6. Enter technical office responsible for ensuring adequacy of the data item.

Item 7. Specify requirement for inspection/acceptance of the data item by the Government.

Item 8. Specify requirement for approval of a draft before preparation of the final data item.

Item 9. For technical data, specify requirement for contractor to mark the appropriate distribution statement of the data (ref: DoDD 5230.24)

Item 10. Specify number of times data items are to be delivered.

Item 11. Specify as-of-date of date item, when applicable.

Item 12. Specify when first submittal is required.

Item 13. Specify when subsequent submittals are required, when applicable.

Item 14. Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in item 16.

Item 15. Enter total number of draft/final copies to be delivered.

Item 16. Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in Item 4; Clarification of submittal dates in items 1 and 13; Explanation of reproducible copies in Item 14; Desired medium for delivery of the data item.

FOR THE CONTRACTOR

Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and such as "Provisioning," "Configuration Management", etc.

Estimated Price - Costs to be included under Group are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of control, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Item 18. For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.